Staffordshire SCB – User Guide

How to Self Register for e-learning

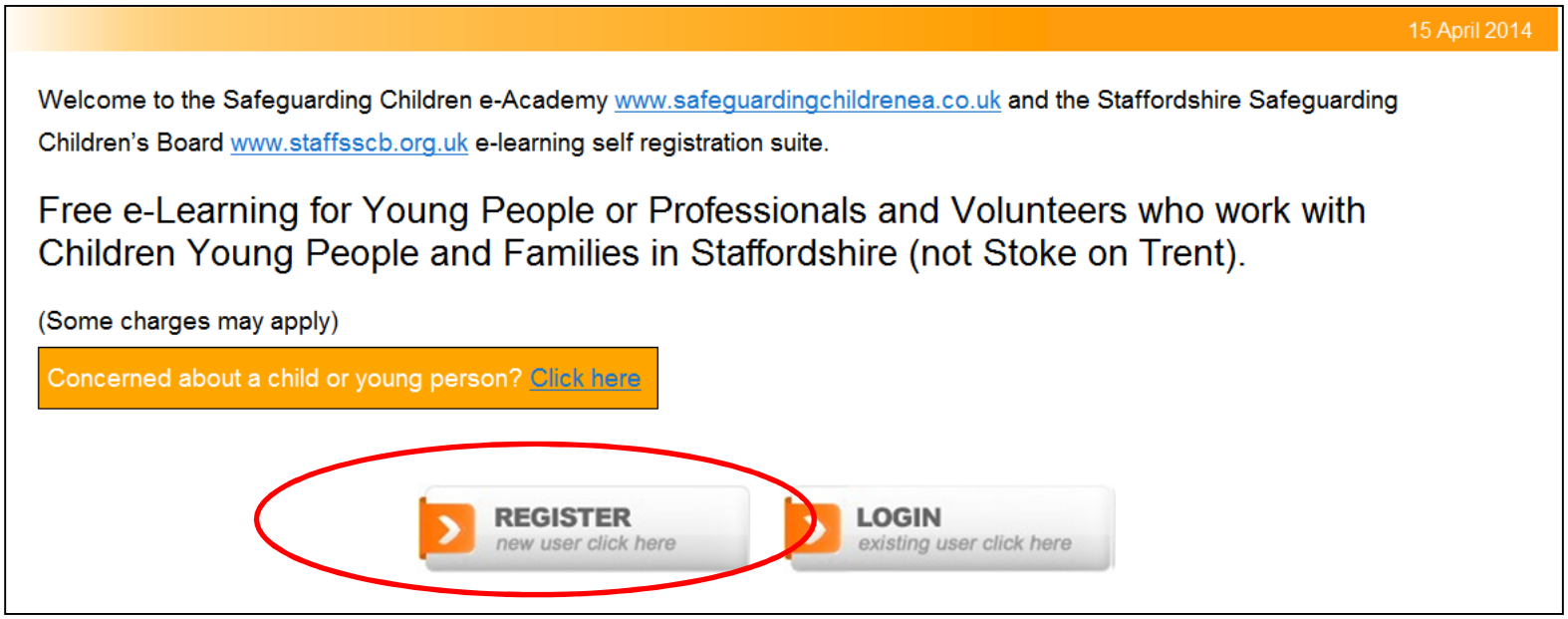
Welcome
Welcome! Look out for us in this module.
Awareness of Child Abuse and Neglect Core Level
Please be aware that this training content deals with a potentially disturbing subject matter and material and images used are of a graphic nature. If you find that you have been affected by this module and need to talk to someone other than your manager or colleagues, then there are national support agencies that you can contact.
Visit: www.safeguardingchildrenea.co.uk and click on "infolinks" then "Helplines and Support Agencies" for more details.
Jump to page
Your Notes
1 / 10
00:00:19
Print
Glossary
100 %
Save
Help
Minimise
Quit
VIRTUAL COLLEGE

Accessing the site

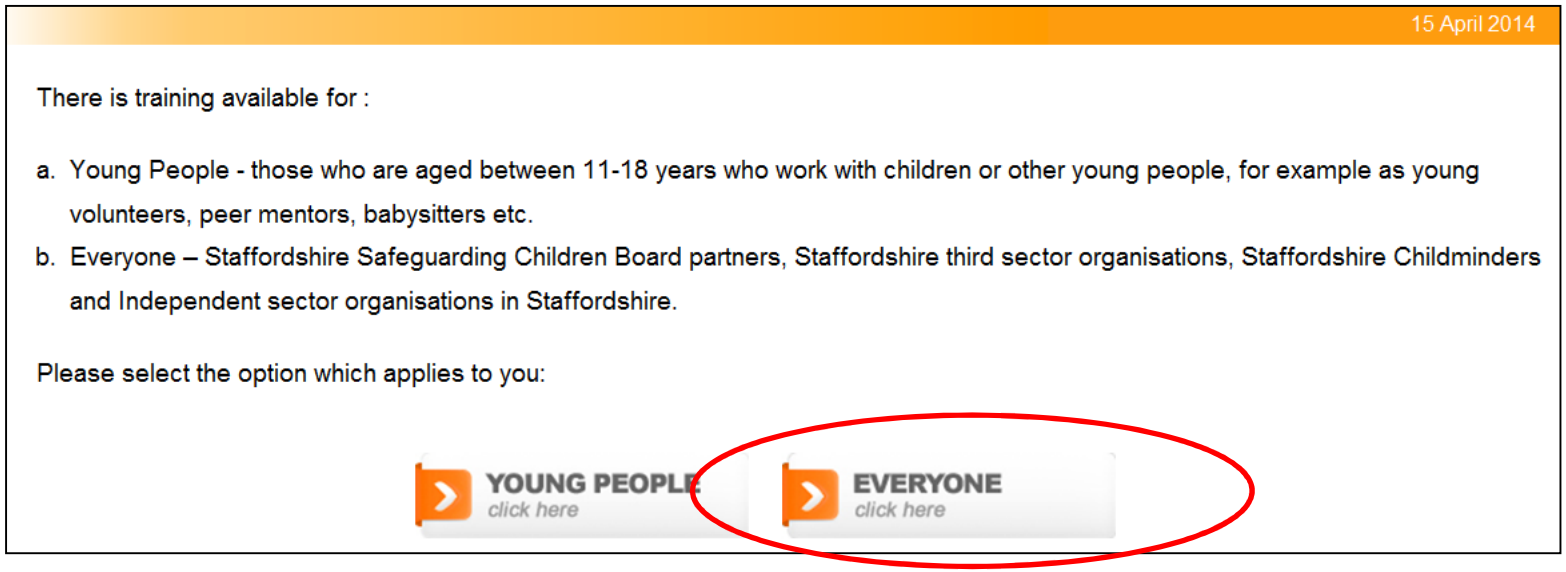
When self–registering for the first time, you will need to click on the below link to access the site:

http://staffordshirescb.safeguardingchildrenea.co.uk/

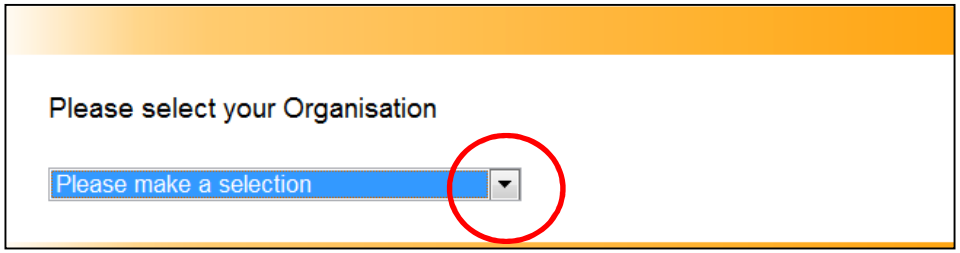
You can select the option to ‘Register’ for the first time
or to ‘Login’ to an existing record.


15 April 2014
Welcome to the Safeguarding Children e-Academy www.safeguardingchildrenea.co.uk and the Staffordshire Safeguarding Children’s Board www.staffsscb.org.uk e-learning self registration suite.
Free e-Learning for Young People or Professionals and Volunteers who work with Children Young People and Families in Staffordshire (not Stoke on Trent).
(Some charges may apply)
Concerned about a child or young person? Click here
REGISTER
new user click here
LOGIN
existing user click here

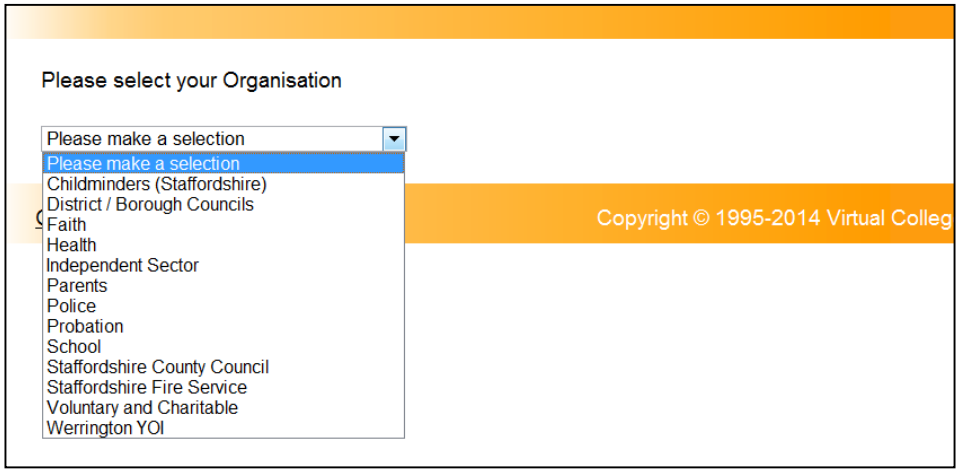
There is then an option to select either ‘Young People’ or ‘Everyone’ and below explains these two options.
Then click on the button which is relevant to yourself.


15 April 2014
There is training available for :
a. Young People - those who are aged between 11-18 years who work with children or other young people, for example as young volunteers, peer mentors, babysitters etc.
b. Everyone – Staffordshire Safeguarding Children Board partners, Staffordshire third sector organisations, Staffordshire Childminders and Independent sector organisations in Staffordshire.
Please select the option which applies to you:
YOUNG PEOPLE
click here
EVERYONE
click here

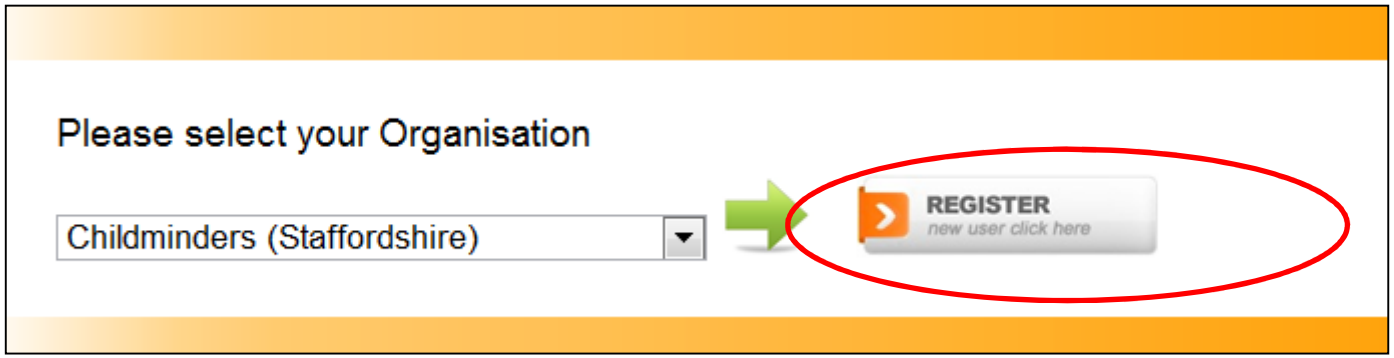
You will then be asked to select your organisation type from the drop down box



Here you will need to select, by clicking on the down arrow, the relevant division you are working for such as District/Borough Councils, or Parents etc.

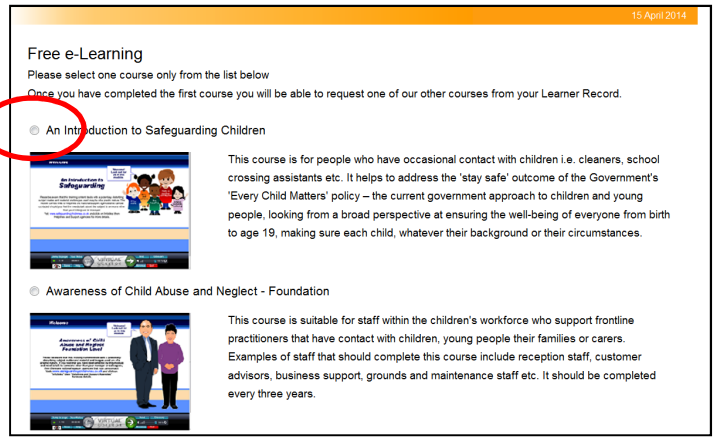


On selection of your division, you will see the below screen appear

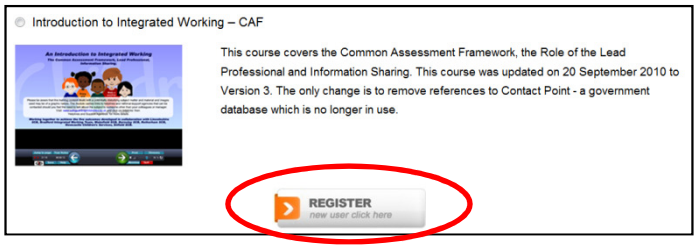


And you need to click on the register button on right hand side.

The page then asks you to tick on the course you wish to undertake and there is a small circular box next to each course to click on to select.


15 April 2014
Free e-Learning
Please select one course only from the list below
Once you have completed the first course you will be able to request one of our other courses from your Learner Record.
An Introduction to Safeguarding Children
This course is for people who have occasional contact with children i.e. cleaners, school crossing assistants etc. It helps to address the 'stay safe' outcome of the Government's 'Every Child Matters' policy – the current government approach to children and young people, looking from a broad perspective at ensuring the well-being of everyone from birth to age 19, making sure each child, whatever their background or their circumstances.
Awareness of Child Abuse and Neglect - Foundation
This course is suitable for staff within the children's workforce who support frontline practitioners that have contact with children, young people their families or carers. Examples of staff that should complete this course include reception staff, customer advisors, business support, grounds and maintenance staff etc. It should be completed every three years.

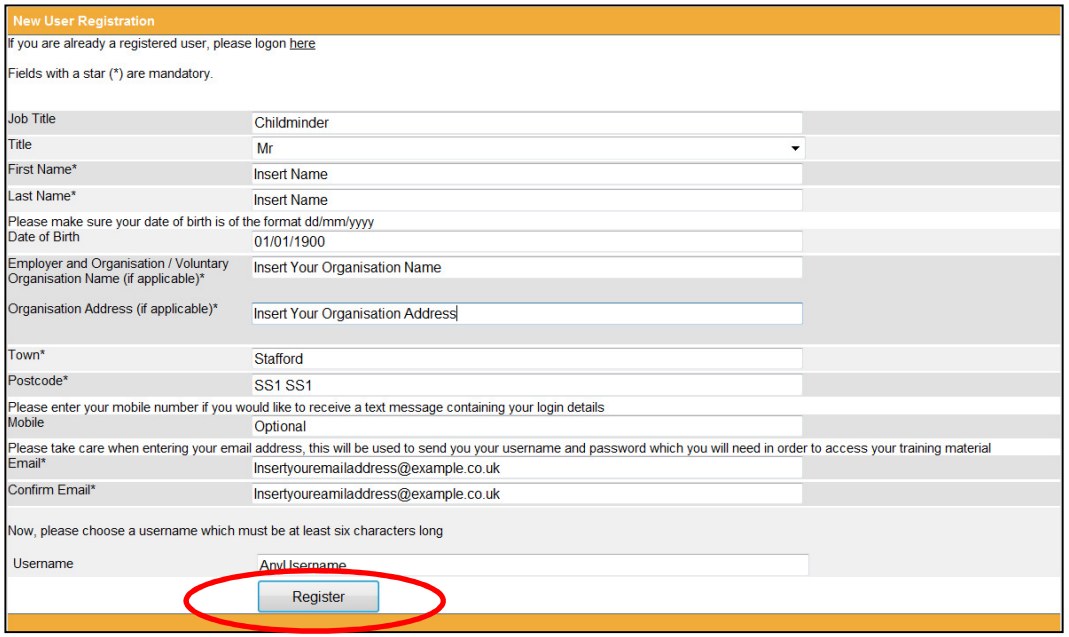
Then click the 'Register' button at the bottom of the this page


Introduction to Integrated Working – CAF
This course covers the Common Assessment Framework, the Role of the Lead Professional and Information Sharing. This course was updated on 20 September 2010 to Version 3. The only change is to remove references to Contact Point - a government database which is no longer in use.
REGISTER
new user click here

PLEASE NOTE, Once you have completed your course, you will be sent an automated email with instructions on how to request further training, if you are interested in more than one of our courses

YOU ARE NEARLY THERE – You just need to complete the information page and then a record will be created.

To complete please fill in all the fields that have asterix(*) as these are mandatory fields. When all the fields have been entered with your own details, please select the 'Register' button at the bottom of the page.


New User Registration
If you are already a registered user, please logon here
Fields with a star (*) are mandatory.
Job Title
Childminder
Title
Mr
First Name*
Insert Name
Last Name*
Insert Name
Please make sure your date of birth is of the format dd/mm/yyyy
Date of Birth
01/01/1900
Employer and Organisation / Voluntary Organisation Name (if applicable)*
Insert Your Organisation Name
Organisation Address (if applicable)*
Insert Your Organisation Address
Town*
Stafford
Postcode*
SS1 SS1
Please enter your mobile number if you would like to receive a text message containing your login details
Mobile
Optional
Please take care when entering your email address, this will be used to send you your username and password which you will need in order to access your training material
Email*
Insertyouremailaddress@example.co.uk
Confirm Email*
Insertyoureamiladdress@example.co.uk
Now, please choose a username which must be at least six characters long
Username
Any Username
Register

The last step is that you will have a notification on screen informing you of the link and your personal login details to access your learner record.

(This information will also be emailed and/or text to your mobile if you enter the number on registration page).

To access your record, please click on this link

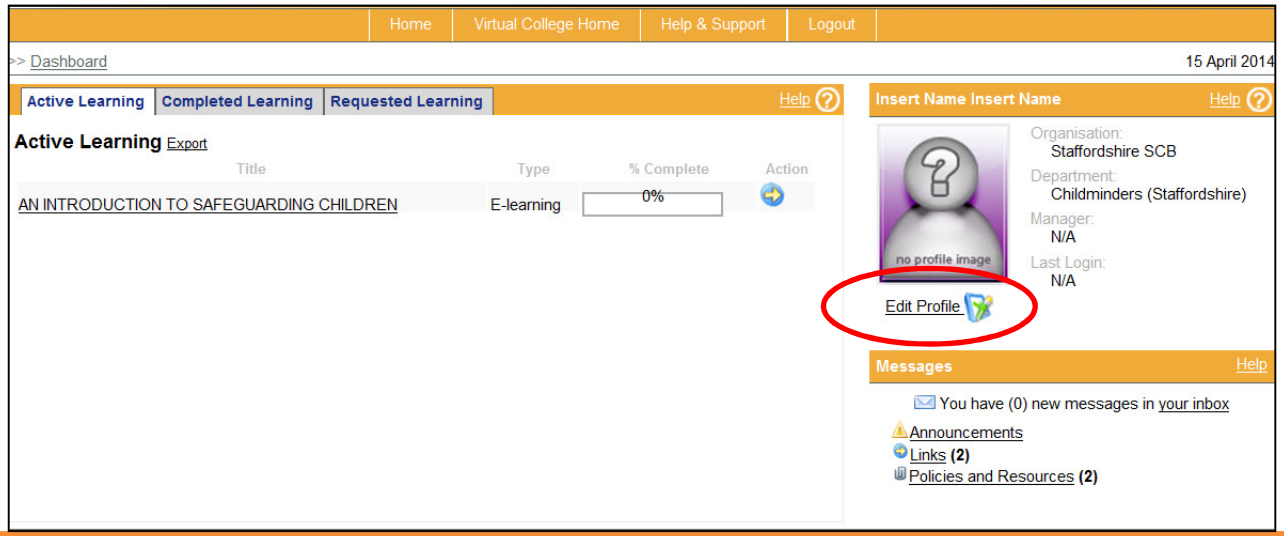
https://safeguardingchildren.vc-tms.co.uk/

and then enter your Username and Password.

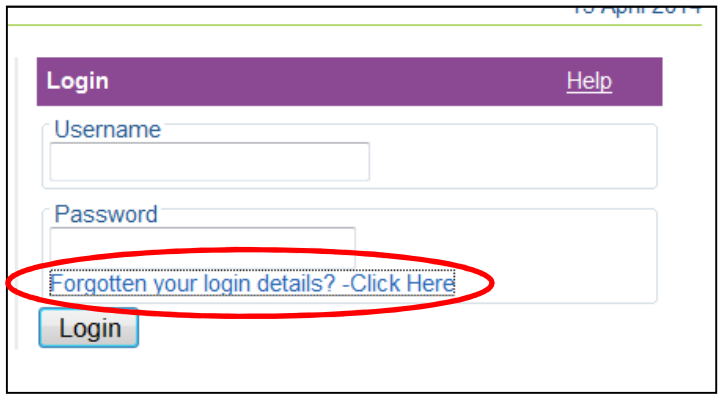
PLEASE NOTE, we ask that you check your details on your learner record and change your password for security reasons prior to commencing any training.

If your name is spelt wrong on your record then your certificate will print the wrong name.

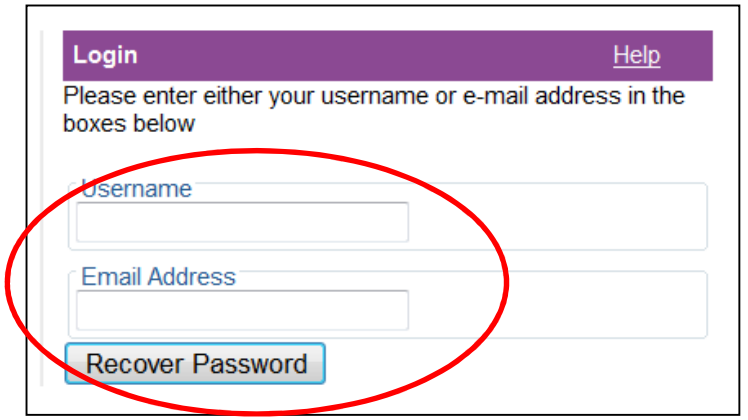
To do this, you need to log into your record using the link and the login details assigned to you and then on this first screen of your record, you will we see on the right hand side an option called 'EDIT PROFILE'. If you click on this option then you can amend your information and password for your account.



If at any time do not remember your login details or you no longer have the email or text sent to you initially containing this information, then we advise that you ***do not*** re- register but click on 'Forgotten your login' that appear when you Login.



Enter Your Username and Email Address



Alternatively, contact our Learner Support team who can provide you with this information. Email: LearnerSupport@virtual-college.co.uk

Telephone: 01943 885095